



12451

MEMORANDUM

From: C. J. CONKLIN
CG ISC Honolulu

To: Ms. Helen T. Cabana

Subj: CIVILIAN OF THE QUARTER

1. I am pleased to recognize you as ISC Honolulu's Civilian of the Quarter for the second quarter of fiscal year 2002. During this period, you displayed superb professionalism and customer service as a Purchasing Agent in the ISC Procurement Branch. You exemplified ISC Honolulu's mission of providing Premier Pacific Support.

2. During this quarter, you served as a key member of the procurement team. You are the designated purchasing agent/purchase cardholder for over 50 different accounts. In your professional and courteous manner, you ensured all of your customers received their necessary supplies and materials in a timely manner. You assisted the ISC Contracting Officer in issuing two maintenance service agreements (MSA), two construction contracts, and eight purchase orders, in addition to the hundreds of micro-purchases you typically process. In conjunction with the MSA's and construction contracts, you issued Request for Quotations to ensure the government received the best price available in the marketplace. You attended construction contracting training and received your Level I Contracting Warrant in the minimum required time. You were also instrumental in verifying and closing out FY-2000 and FY-2001 MSA's, by ensuring vendors received final payments. Working with the Finance Center, you alleviated several vendor payment problems. By regularly following up on orders, you kept your customers up to date on order status and in many instances you expedited delivery. You were always willing to assist other members of the procurement team. You assisted the Procurement Technician with LUFs-NT data entries and when necessary assisted other purchasing agents in their absence. The level of support you provided your customers has been outstanding. You are an extremely hardworking, diligent employee who always goes the extra mile for your customers, co-workers and supervisors. You are a valuable member of ISC and the Procurement Branch.

3. As Civilian of the Quarter, you will receive an On-the-Spot Cash Award, your name added to the perpetual Civilian of the Quarter Plaque in ISC's Administration Building, and you will receive four hours of administrative leave. Congratulations on a job well done!

#